

# MAINE SAFE ROUTES TO SCHOOL PROGRAM

## Application

**Applicant:** \_\_\_\_\_

**Applicant's Agency/Organization:** \_\_\_\_\_ Municipal/County; \_\_\_\_\_ School District; \_\_\_\_\_ Other

**Sponsoring School District Involved** (if municipal project): \_\_\_\_\_

**Sponsoring Municipality Involved** (if school district project): \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Brief Description of Proposed Project:** (50 words or less using terminology from Section 9)

\_\_\_\_\_

**Detailed Location of Project:** Attach a map (including names of all affected streets or roads and beginning and end points) of proposed improvements and location of all schools affected:

**Check category(ies) included in this project:** (see Section 9 for definitions):

**Sidewalk improvements:** \_\_\_\_\_

**Pedestrian/bicycle crossing improvements** \_\_\_\_\_

**On-street bicycle facilities** \_\_\_\_\_

**Off-street bicycle/pedestrian improvements** \_\_\_\_\_

**Traffic diversion improvements** \_\_\_\_\_

**Traffic calming and speed reduction** \_\_\_\_\_

*Please send a copy of this page and Sections 1 through 10 of this application electronically to [bikeinfo@maine.gov](mailto:bikeinfo@maine.gov). Attachments may be sent as hardcopy or electronically. Signature in Section 2 needs to be sent as hardcopy. Any hardcopy information sent should include seven copies and be sent to:*

*John Balicki*

*MaineDOT Office of Passenger Transportation*

*16 State House Station*

*Augusta, ME 04333-0016*

## **Section 1: Project Funding**

Include summary of project costs from detailed cost estimate in Section 10 of this application:

**Preliminary Engineering** \_\_\_\_\_  
**Right of Way** \_\_\_\_\_  
**Construction** \_\_\_\_\_  
**Construction Engineering** \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**Total Value of Project** \_\_\_\_\_

**Local Match** (indicate amount and percentage;  
Minimum 40% of total required) \_\_\_\_\_

**Federal or State Funds Requested:**  
(must not exceed \$100,000) \_\_\_\_\_

**Note:** If applicant believes 40% match presents an undue hardship on applicant's budget and would prevent applicant from completing the project, please include an attachment on the applicant's letterhead explaining budgetary constraints and indicating what percentage of the project value applicant is capable of matching.

**Source of Local Match:** (as briefly as possible, please indicate where cash match is coming from (municipal or district funds, private donations, etc.), and security of match (in-hand or still to be approved by voters or raised)).

## **Section 2: Application Signature**

An authorized representative of the sponsoring entity must sign the application. This signature indicates the willingness of the project applicant to provide the designated level of matching funds and its willingness to enter into a municipal/state agreement with the Department requiring the applicant to administer the development, design, and construction of the project abiding to Federal, State, and Local requirements. The applicant will also be responsible for future maintenance of the completed project.

\_\_\_\_\_  
Signature    Title    Date

*The following sections of this application request specific project-related information.  
Most request narration related to a specific topic and this should be done on additional*

*sheets of paper. Other sections contain questions that can simply be answered in the space provided. Pictures, maps, exhibits, etc. must be attached to this application. If a section does not apply to the proposed project, simply write "Not Applicable" beneath the section heading.*

### **Section 3: Identification of Current and Proposed Walking and Bicycling Routes to School**

**Identify current and potential walking and bicycling routes to school within the project vicinity by providing a map(s) of the area showing all existing and proposed routes. Include all school(s) affected by the improvement:**

**Provide the following information for each school affected by the proposed improvement:**

**YES NO**

Does your project involve the improvement to an existing walking route? \_\_\_\_ \_\_\_\_

Does your project involve the improvement to an existing bicycling route? \_\_\_\_ \_\_\_\_

Does your project involve the creation of a new walking route? \_\_\_\_ \_\_\_\_

Does your project involve the creation of a new bicycling route? \_\_\_\_ \_\_\_\_

### **Section 4: Identification and Demonstration of Need**

**Describe the problem in detail.** Include background information about the risks children are exposed to because of unsafe routes to school(s) in the proposed area. Describe how this problem developed and indicate how these routes have been designated as unsafe. Given that unsafe routes may exist in other locations in your jurisdiction, explain why this route was designated for improvements. Use whatever demographic information, community surveys and audits, traffic or injury data that may apply.

**Check the categories that most closely describe the primary need(s) your project is targeting:**

- ☐ Increasing connectivity
- ☐ Separating children from motor vehicles
- ☐ Increasing children's ability to cross streets
- ☐ Improving pedestrian pathways
- ☐ Improving bicycle pathways
- ☐ Improving visibility of motorists and children (improving sight-lines, lighting, etc.)
- ☐ Improving slow or safe driving by motorists
- ☐ Other (please describe)

Provide photographs as an attachment to illustrate the problem or hazard (maximum of five).

### **Section 5: Potential for Proposed Improvement to Correct or Improve the Problem**

**Describe how the proposed solution will address the identified needs in Section 4.** Indicate how the proposed improvement is the most cost effective solution to the problem, what other options were considered and whether the proposed solution improves traffic safety for other users of the facility or system. Indicate the maintenance requirements for the improvement and how you will meet them. Indicate current policies and practices of winter maintenance.

### **Section 6: Potential for Encouraging Increased Walking and Bicycling Among Students**

**Answer the following questions for each school affected by the proposed improvement:**

School: \_\_\_\_\_  
Student Population: \_\_\_\_\_  
Grade or age range of students at school: \_\_\_\_\_  
Number of students who walk to school in good weather: \_\_\_\_\_  
Number of students who bike to school in good weather: \_\_\_\_\_  
Number of students who take the school bus: \_\_\_\_\_  
Number of students driven to school by parents or others \_\_\_\_\_  
Percentage of students living within one-half mile of the school \_\_\_\_\_  
Percentage of students living between one-half and one mile of the school \_\_\_\_\_

**Describe the ultimate goal of the proposed improvements and what benefits it will provide to students.**

**Describe any existing or proposed programs at the affected schools with regard to bicycling or walking safety or education.**

**Describe any existing or proposed programs at the affected schools that encourage walking or bicycling to school such as a Walking School Bus, Walk to School Day, or a Bike Train.**

***Optional: If education or encouragement programs do not exist, indicate if you would like assistance in developing these programs in the future.***

### **Section 7: Community Support and Project Coordination**

List project participants and the roles they played in the development of the proposal. Indicate support and coordination among any entities affected by the project. Identify organizations that pledged their support of the project. Possible project partners may include school officials, municipal officials, law enforcement agencies, public health organizations, school-based associations, local elected officials, and other community groups.

Attach no more than one letter of support from each organization. Support letters should be addressed to the applicant, not MaineDOT. Do not attach individual student survey sheets or petitions. Narratives and summaries of the surveys or petitions are acceptable.

Indicate if any other funding sources have been requested or secured from other agencies or grant providers for these or related improvements in the project area.

Indicate how this project is supported by the municipality's Comprehensive Land Use Plan.

Indicate any applicable zoning regulations and minimum lot-size requirements within one mile of the school.

Indicate how long the school has been and is expected to be in this location. Indicate if this project is part of a larger capital or renovation project approved by the Department of Education and, if so, the details of the state/local funding involved.

### **Section 8: Potential for Timely Implementation**

Applicants must estimate dates for the following milestones based upon receiving written "authorization to proceed" from MaineDOT on April 1, 2004. Indicate "NA" for any dates not pertinent to the project. Note that the dates indicated will become part of the Project Agreement if this project is funded and failure to make substantial progress of the milestone by the date indicated could result in termination of the project funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.

Obtain all Environmental and Other Permitting \_\_\_\_\_

Certify Right of Way for the Project \_\_\_\_\_

Advertise Project for Construction \_\_\_\_\_

Complete Construction or Implementation of Project \_\_\_\_\_

## **Section 9: Eligible Categories and Project Design**

**Identify the category(ies) that describe the proposed project and provide a narrative that describes the design of the project. Indicate property ownership and right of way lines within the project area and provide easement documentation if not in public right of way. Include any appropriate cross-sections or design details. *Note that the design should meet all applicable Federal and State Standards and ADA Guidelines.***

**Sidewalk Improvements:** Includes new sidewalks, widened sidewalks, sidewalk gap closures, curb cuts for ramps, etc. If closed drainage improvements are needed, these will not be included in project reimbursement. Additional expenses for granite curb will not be reimbursed unless the new sidewalk matches into existing granite curb or the municipality has a policy to use granite curb. Replacement of existing sidewalk will be funded at a maximum reimbursement rate of 50%. For all sidewalk projects, please include the existing budget toward sidewalk maintenance and replacement.

**Pedestrian/Bicycle Crossing Improvements:** Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, flashing beacons, traffic signal phasing extensions, bicycle-sensitive actuation devices, pedestrian-activated signal upgrades, and sight distance improvements. All crossing improvements must be approved by the MaineDOT Division Traffic Engineer. Please attach letter of approval with the application.

**On-street Bicycle Facilities:** Includes new or upgraded bike lanes, widening outside lanes and/or highway shoulders, channelization and roadway realignment, traffic signs, and pavement markings.

**Traffic Diversion Improvements:** Includes improved pick-up/drop-off areas, separation of pedestrians and bicyclists from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to school.

**Off-street Bicycle/Pedestrian Facilities:** Includes shared use paths for bicyclists and pedestrians.

**Traffic Calming and Speed Reduction:** Applies only to streets or roads classified as minor collectors or local roads. Includes roundabouts, neighborhood traffic circles, curb extensions at intersections that reduce curb-to-curb roadway travel widths, center islands, speed tables, raised crosswalks, raised intersections, full and half-street closures, and other speed reduction techniques.

## **Section 10: Engineer's Estimate**

**Provide a detailed engineer's estimate of the project that clearly indicates how project costs were derived.**